



Government of Jammu and Kashmir
Directorate of Information & Public Relations

Media Complex, Polo ground, Srinagar / Rail Head, Jammu
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NOTICE FOR EMPANELLING FIRMS/AGENCIES FOR DESIGNING AND PRINTING WITH THE DIRECTORATE OF INFORMATION & PUBLIC RELATIONS, J&K.

Directorate of Information & Public Relations, J&K hereby invites applications from interested agencies for empanelment for the task of designing and printing of departmental journals, advertisements, fliers, magazines, books, brochures, pamphlets, albums, coffee table book, display ads, etc. The interested agencies should have the resource and capabilities to design creatives on a short notice or as and when required.

Schedule of invitation of application for empanelment:-

Activity	Dated
Start Date of submission of documents	21.04.2023
Last Date of submission of documents	16.05.2023

In case, holiday is declared by the Government on the last day of submission of documents, then documents shall be accepted on the next working day up to the prescribed time.

The Terms and conditions and Eligibility criteria can be downloaded from the departmental website <https://jkdirinf.jk.gov.in>.

Sd/-
Akshay Labroo, IAS
Director Information, J&K.

Dated: 19-04-2023

No. INF/ Adv + (Ext)-263/2019-21/189-94
Copy to the:

1. Commissioner Secretary to the Government, Information Department, Civil Secretariat, Jammu for information.
2. Joint Director Information, Kashmir/Jammu for information and wide publication of the notice in national and local newspapers.
3. Account Officer, DIPR for information and necessary action.
4. PA to Director Information & PR for information of Director Information & PR.
5. I/C website for necessary action.

Deputy Director (Central)
Directorate of Information & PR

Eligibility criterion for empanelment is as under:-

- I. Name and full address (Postal Address, Telephone, Cell, Fax & e-mail) of the firm with
Documentary proof.
- II. Attested copy of proof of Registration of Firm for designing, printing, etc.
- III. Minimum three years experience in the relevant field and should have designed minimum 20 creative's in last 3 years.
- IV. Self attested copy of PAN Card.
- V. Self attested copy GST Registration Certificate.
- VI. Self attested copy of IT returns for last three years.
- VII. Balance sheet and Profit & Loss Account for the last three years issued by CA.
- VIII. Be an Indian agency/firm engaged in designing, printing with minimum annual turnover of Rs. 10.00 lakh each year for the last three financial years i.e., 2019-20, 2020-21, 2021-22.

Terms and Conditions

1. Empanelment will be governed by Designing and printing policy under Media Policy 2020 issued by the Government vide Order no. 05-JK(ID) dated 15.05.2020.
2. Only Firms, which have past experience in designing and printing of journals, advertisements, fliers, magazines, books, brochures, pamphlets, albums, coffee table books, display ads, etc and registered with GSTIN are eligible to apply.
3. The rates shall be applicable as approved by the Administrative Department under Media Policy-2020.
4. The empanelment of agencies shall remain valid for a period of two years from date of issue of final empanelment list as enshrined in the Media Policy-2020.
5. The department requires the services on need basis and not as a full time job.
6. The agency must have experience of undertaking similar works in other Ministries/Departments of the Central Government/PSUs/Corporations/Autonomous bodies and must have annual turnover of more than Rs. 10.00 Lakh each year for a past three years.
7. The empanelled agency should be well equipped with adequate staff/designers and other paraphernalia in order to compete the assigned work in routine and holidays in specific.
8. Staff/persons deployed by the agencies should be disciplined while handling the assigned work. The service provider shall be responsible for any such act of indiscipline.
9. The first/second and final proof of design, layout should be shown to the officer designated by the Directorate for this purpose for seeking approval from competent authority.
10. The designed copies of all the work assigned will be redesigned/replaced/redone by the supplier on free cost basis till the approval is received in this regard from competent authority.
11. Any failure on the part of agency in observing the prescribed procedure and any attempt to canvass will lead to disqualification.
12. In case, the empanelled agency do not respond in time or delays the project job beyond the prescribed time limit and does not execute the job as per the specifications or performs sub-standard work, its case shall be referred to



empanelment cum contract committee for necessary action under Media Policy 2020.

13. The printer/designer shall, whenever called upon to do so, give full information with regard to the work in hand and shall give all assistance and information as may be required in connection with the task assigned.
14. **DELIVERY PERIOD:** The empanelled agency must be in a position to design, print and supply the ordered items at a short notice or as and when needed in a stipulated time.
15. The supplier will be responsible until the assigned work (in case of printing) contracted for, arrives in good condition at the destination.
16. Designed/Printed Material are required to be delivered at the Directorate of Information & Public Relations (Jammu/Srinagar) or Office of Deputy Director Information, 5 Prithvi Raj Road, New Delhi or any other place as the case may be.
17. After the satisfactory completion of the work assigned, the empanelled agency is required to share open/base/PDF/word file of the designed creative on the email ID which shall be conveyed later on.
18. The payment shall be made after delivery of assignment as per the work order to the satisfaction of the Directorate of Information.
19. **Payment Terms:** Payment shall be released only on satisfactory completion of work, receipt of designs, printed articles along with bill.
20. No advance payment will be given in any case. After the work has been completed, the bill for the work in triplicate prepared on the basis of the accepted rates is to be submitted to Directorate of Information & PR, J&K Srinagar/Jammu for necessary action alongwith.
 - a) Receipted delivery voucher for supply made.
 - b) Representative specimen of work alongwith release order.
 - c) Bank Details in which firms payment may be made through ECS
 - d) Any other documents required at the time of payment.
21. All the copyright of the publication will be with the Directorate of Information & PR, J&K. None of the contents will be revealed to any person not associated with the work, nor in material or in any form without obtaining written consent of the Directorate.
22. **Submission of the Documents for Empanelment:**
 - i) Document for Empanelment shall be submitted in the Receipt Section of Directorate of Information & Public Relations, Media Complex Bahu Plaza Jammu-180012/Media Complex, Polo View Near Sher-e-Kashmir Park, Srinagar- 190001/Office of Deputy Director Information, PR, 5 Prithvi Raj Road, New Delhi not later than the time and date specified in the notification.
 - ii) The Directorate of Information, J&K at its discretion may extend the deadline for submission of empanelment documents, which shall be notified on Directorate's website <http://jkdirinf.jk.gov.in/>

23. Late Submission of Documents

Any document/proposal for empanelment received after the prescribed deadline for submission of documents will be rejected out rightly and returned unopened to the agency.

24. Classification



- i) No agency shall contact Directorate on any matter relating to its empanelment, if the agency wishes to bring additional information to the notice of Directorate, it should be done in writing. Directorate will have discretion to take cognizance of such information provided or otherwise.
- ii) Any effort by any agency to influence Directorate in its empanelment decision may result in rejection of the proposal.

25. Evaluation of Documents

- i) Directorate will determine the substantial responsiveness of each agency to the offer made by the Directorate. A substantially responsive offer is one which conforms to all the terms and conditions of the empanelment document without material deviations.
- ii) During evaluation of the documents, Directorate may at its discretion, ask the agency for any clarification. The request for clarification and the response shall be in writing.
- iii) Directorate reserves the right to accept or reject any proposal without assigning any reason thereof and to annul the empanelment process and reject all the offers at any time prior to empanelment meeting as per the procedure laid out under Media Policy 2020.

26. Corrupt or Fraudulent the practices

- i) Empanelled Agency shall observe the highest standard of ethics during the procurement and execution of the contract.
- ii) Directorate will reject a proposal for empanelment if it determines that the agency recommended for empanelment is engaged in corrupt or fraudulent practices in competing for the contract in question. Directorate will declare firm/company/agency ineligible either indefinitely or for a stated period, if at any time, it determines that the firm/company/agency has engaged in corrupt or fraudulent practices or in executing the work assigned.

27. Terms & Conditions (General, Legal)

- a) The service provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this empanelment to any other agency or organization by whatever name be called without the prior written consent of the authority.
- b) The service provider will be bound by the details furnished by his/her while submitting the documents for empanelment. In case, any document furnished is found to be false at any stage, it would deemed to be breach of terms of empanelment making it liable for legal action besides termination of the empanelment.
- c) The service provider's personnel shall not divulge or disclose to any person any details of office, operational process and technical knowhow, security arrangement etc which is of confidential/secret nature.

LEGAL:

- i. The service provider shall also be liable for depositing all taxes, levies, cess etc on account of services rendered by it to the Department or office concerned to the concerned tax collection Authorities, from time to time as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the Department or office concerned as and when called for.

- ii. The empanelment is liable to be terminated because of non-performance or deviation of terms and conditions of empanelment.
- iii. The authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome any problem encountered at a later stage.
- iv. The decision of the Directorate of Information and Public Relations, J&K in regard to the interpretation of the Terms and Conditions shall be final and binding upon the agencies.

A handwritten signature in blue ink, consisting of a stylized, cursive letter 'S' or similar shape, located to the left of the text.